



## **Agenda**

### **Work Session**

Oelwein City Hall, 20 Second Avenue SW, Oelwein, Iowa

6:30 PM

March 28, 2022

Oelwein, Iowa

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**Mayor:** Brett DeVore

**Mayor Pro Tem:** Lynda Payne

**Council Members:** Karen Seeders, Tom Stewart, Matt Weber, Dave Garrigus, Dave Lenz

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### **Pledge of Allegiance**

### **Discussions**

- [1.](#) Discussion on Council Goals.
- [2.](#) Discussion on Community Development and Contract Rental Inspections.
- [3.](#) Discussion on Salary Resolution.

### **Adjournment**

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In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 319-283-5440



### **Mission Statement**

The City of Oelwein strives to provide services and opportunities that utilize old charm with new thinking to ensure success for future generations.

### **Values**

Creative and Visionary –We believe that an openness to creative and visionary thinking will result in new opportunities, increased efficiencies, and excitement about the future.

Transparency–We believe that transparency, keeping the community informed through open, honest, and welcoming communication, is essential for an informed and involved citizenry.

Team Work –We believe that staying connected with each other and the community can build necessary support systems and help maintain trust.

Adaptability–We believe that adaptability and willingness to grow is essential in finding solutions to organizational and community related challenges.

Commitment–We believe in commitment to each other, to the community, and to following through in everything we do.

### **Oelwein Goals**

Implement projects that enhance the community image and builds community identity with a focus on beautifying key destinations and public spaces while better marketing Oelwein.

Prioritize business and growth opportunities that increase development for the community.

Continue and expand measures to improve housing.

Expand and improve city parks, recreation, and the community trail system.

Maintain core service in local government ensuring sustainability.

## Oelwein Goals

Implement projects for community improvement with focus on beautifying key destinations and public spaces

- Pursue visual enhancement projects to create an inviting community - ongoing
- Continue and expand community engagement/community events – ongoing
- Support Arts and culture improvements in the community – ongoing
- Identify projects for downtown improvement, with focus on connecting and beautifying key destinations and public spaces – next year
- Continue and expand community engagement/community events – ongoing
- Support arts and culture improvements in the community - ongoing
- Motivate people to want to live in here by improving the community's image and better marketing existing services & amenities. Re-brand the city. – next year
- Intensify outreach and marketing to promote existing amenities and services in Oelwein; take advantage of existing partnerships – ongoing
- Build an identity for the community (e.g. are we for retirement, or “up and coming,” etc.) – next year
- Support efforts to improve Oelwein's community image – next year
- Economic development efforts, including supporting those willing to work, working toward an overall increase in median income, and drawing more business establishments to meet local need and fill gaps (e.g. coffee shops, restaurants, etc.) – ongoing
- Participate in community outreach & collaborations to meet all goals - ongoing

Prioritize business and growth opportunities that increase development for the community

- Identify a community coordinator to facilitate partnerships, plans and projects for improvements over the long run – ongoing
- Support efforts to generate business growth or expansion. Target businesses that meet local needs (e.g. community college, grocery, etc.) and/or create jobs - ongoing
- Support economic development efforts with local partners, including OCAD, NICC, RAMS Center, the schools, businesses, and others (e.g. school-to-work collaborations) – ongoing
- Enhance business development opportunities on Hwy 150 & downtown. Work with state officials to look at expansion of Hwy 150

Continue and expand measures to improve housing

- Better enforcement of existing ordinance pertaining to housing and property maintenance – this year
- Continue and accelerate housing rehabilitation, demolition, and construction programs – next year
- Continue and accelerate housing clean-up, rehabilitation, & develop initiatives. Flexible housing options when possible to encourage re-development of lots – ongoing

- Continue housing improvement efforts, including rehabilitation or demolition of housing, increasing owner occupied housing, more housing incentives, and working to fill vacant/empty lots - ongoing

#### Expand and improve city parks, recreation, and the community trail system

- Work to create a health and safe community. Build off of existing progress in walkability, recreation and wellness. – ongoing
- To better serve and attract families, continue improvements to the recreation system, such as better organization of youth and adult programming, added amenities at the aquatics center, and consideration of an indoor pool - ongoing
- Expand and improve the trail system, including considering intracity connections (e.g. to Fayette-Manchester-Readlyn) – ongoing
- Expand and connect the sidewalk system in new and existing neighborhoods – ongoing
- Pursue measures to increase utilization of great public facilities – ongoing
- Recreation improvements, including a soccer field at the sports complex, and a professional director or designated staff to spearhead coordination of existing and expanded sports and recreation programs – next year
- Recreation improvements, including pre-emptive updates to aquatic center, and updates to sporting equipment – ongoing
- Expand and connect bike and pedestrian trails and ways – this year and ongoing

#### Maintain core service in local government ensuring sustainability

- Continue to maintain core services – ongoing
- Plan, budget for and implement regular updates to outdated water, sewer and street infrastructure and equipment – this year
- Implement updates to street infrastructure, including repair & replacement – ongoing
- Invest in infrastructure and resources that support a city's growth (e.g. water/stormwater, sewage, streets, internet) – ongoing
- Be more sustainable as a community (expanded recycling, alternative energy, etc.) – ongoing
- Expand city services, including incorporating city mulching/composting site (versus burning), and community gardens (i.e. in tree dump site) – this year



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Community Development Work Session

Date: 3/28/2022

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The City Administrator is asking council to reconsider their stance on contracting out rental inspection and allow the City Administrator to hire personnel and bring the program back to its successful levels as shown in 2019. Current landlords who have not been inspected have only benefited from the delays not caused by the city. The program was put in place so that the city could go through each rental then evaluate the program after this was complete. Stopping in the last third of the program will not help council reach its goals. The goal was to ensure safe housing in Oelwein. Rushing to finish the initial inspections will not provide a product that is expected from the community. The reason we are here is because of the community wanting improved housing. Landlords are not being double taxed, because they are paying a rental permit, not a rental inspection. I must reiterate that landlords only benefit from delayed inspections. This program was brand new in 2019 and stayed on track until the pandemic in 2020. The City Administrator can rebuild the department and finish the initial inspections and move forward with council to make change in for the 2023 year. Resistance to the rental inspection program is from individuals who do not want improved housing in Oelwein.

Proposed Timeline if Council allows Community Development to full staff:

- April
  - Advertise for Building Official/Zoning Administrator
  - Hire Building Official/Zoning Administrator
  - Train Building Official/Zoning Administrator
- May
  - Advertise for Building Inspector
  - Hire Building Inspector
  - Train Building Inspector
  - Building Official/Zoning Administrator starts inspections
- June
  - Building Inspector starts inspections
- July
  - Community Development is back to full staff
  - City ends temporary Building Inspector
- August
  - Council evaluates rental inspection program and if changes should be made starting in 2023

Goals: Complete all initial rental inspections in 2022



Rental Timeline if Council wants to Contract:

#### Timeline

- March 14
  - Walk Council through a rental inspection
  - Discuss steps that if rentals fail, fail to register, change hands
  - Discuss next steps and review code
  - What part of code does council have a problem with
  - What is the goal for the code change
  - Work through what the contract will include
  - Continue to set attainable goals for the City Administrator
- March 28
  - Finalize goals and direction from council
- April 11
  - Council votes to send out RFPs for inspection services
  - Council finalizes code changes
- April 25
  - Council begins voting on code change
- May 9
  - Council evaluates RFPs and potentially interviews candidates
- May 23
  - Code changes are final
  - Council votes on a contract
- June 13
  - Council receives timeline from contract company
- June 27
  - Hold

#### **Contract for Rental Inspection**

#### Inspection Process

The company will:

- create their own website for Oelwein's rental inspection program
- create the ability for owners to register their properties online
- direct the property owner to then pay the city
- contact property owners by mail when their inspection takes place along with a two-week notice
- provide a rental inspection report to the property owner and schedule a second inspection if needed
- place all rental inspection reports on the company's website to be accessible by the property owner and the City of Oelwein.
- provide a monthly report to the city spelling out initial inspections, second inspections, no shows, and reschedules



- provide an annual report on the program to be presented by the company to council each June
- represent the city at all board of appeals meeting and provide all materials needed for the appeal

#### Administration

The company will:

- be licensed bonded and insured to a level that is sufficient for the city
- background checks on all employees that enter homes in Oelwein
- properly identify themselves with an id card that is always visible during an inspection and their vehicles must show a company name
- provide photos of employees to be posted on the city's website
- provide a written report on complaints made by landlords to the city with 72 hours of receiving them from the landlord or the city
- respond to a tenant complaint with 72 hours unless it is life threatening then it will be completed with 24 hours

The company will not:

- report any properties that are not registered
- will not pursue property owners who fail to register
- fine property owners who fail 2nd and third inspections
- placard unsafe structure properties
- write down any additional code enforcement issues with neighboring properties
- will not provide advice or recommendations on how to repair or meet current city code

Potential issues that staff is working through:

#### Issue 1

Contracted company creates their own website and their own database. If the contractor does not renew the contract, does the contractor give that info to the city? Will the city email the contractor every time they need a report on said address?

#### Issue 2

Will the contractor represent the city in court? If the contractor cannot represent the city in court will the city have to inspect the property.

#### Issue 3

The city is using funding from a position that did several tasks for Community Development and now only funding rental inspections.

#### City Codes

The City uses the following codes:

- Chapter Five Code Enforcement Officer



- Spells out the duties of the Code Enforcement Officer
- This code needs updated
- Chapter Twelve Buildings
  - Adopts the most recent edition of the International Building Code
    - This is now 2021
    - A recently proposed bill in the Iowa House would require a statewide building code
  - Adopts the most recent edition of the International Residential Code
  - Adopts the most recent edition Uniform Plumbing Code
  - Adopts the most recent edition International Mechanical Code
  - Adopts the most recent edition National Electrical Code
  - Contains the rental housing inspection program
- Chapter Twenty-Five
  - Adopts the International Housing Maintenance Code 2015
  - Should be revamped to adopt code and not spell out the code

### **Future of the Department**

Should council contract the rental inspections, the City will need to continue to have a viable department to ensure Community Development goals are met. The City budgeted for three positions in the general fund and one in economic development.

The City will have the following positions if inspections are contracted:

- Building Official/Zoning Administrator
- Code Enforcement Officer
- Administrative Assistant

This level of employees ensures that Community Development can continue to work toward one of council five goals: Continue to Expand Measures to Improve Housing.

Community Development will still work on the following:

- Building Inspections
  - Construction of a new residential, commercial or industrial building including garages and accessory buildings
  - Construction of an addition to an existing building, dwelling or garage
  - Deck, porch, stairs, steps, ramps or entry way
  - Any addition or construction that changes the exterior dimensions of existing buildings
  - Fencing, new or alteration, relocation or reconstruction
  - Plumbing Permit – any new, added or change of plumbing system
  - HVAC – any new, added or change of HVAC system
  - Residing
  - Reroofing



- Concrete
- Signs
- Demolition of structures\* - residential, commercial or industrial
- Stop Work Orders
- Contractor Requirements
- Water on Inspections
- Vacant Lot Management
- Sale of Vacant Lots
- Tear Down Administration
- Site Plan Review
- Planning and Zoning
- Board of Adjustment
- Monitor Residential Home Revolving Loan Program with Upper Explorerland
- Long Range Home Planning
- Nuisance Abatement
- Nuisance Abatement Court Cases
- Monitor Nuisance Abatement Clean Up
- Oversee Tax Abatement Program
- Investigate Junk Homes
- Start 657A junk home process with the City Attorney
- Help with Adjacent Property Owner Disputes
- Vacant Property Registration
- Flood Plain Management



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Rental Inspection TimeLine

Date: 3/14/2022

As of March 2022

702 total units

526 initial inspections in 25 months

74 percent of units received initial inspection

In a pandemic free three-year period, the city needs to inspect 234 units annually. This is 20 units per month.

The current schedule allows for the rental inspection program to be at 61 percent complete. The city is head of this by 14 percent.

Saying that Community Development is behind is inaccurate. Community Development is ahead of schedule.

#### **2019 – 7 active rental inspection months**

January 2, 2019 – Building official start date.

Feb. 4, 2019 – Admin assistant start date.

March 15, 2019 – First rental inspection.

**Total 2019 inspections:            387**

First inspections:                    255

Second & beyond inspections:   132

#### **2020 – 4 active rental inspection months**

March 16, 2020 – COVID lockdown.

July 10, 2020 – Mega lock down, work from home.

July 23, 2020 – Return to office.

September 15, 2020 – Rental inspections resume.

November 16, 2020 – Inspections stop again due to spike in COVID cases.



**Total 2020 inspections: 198**

First inspections: 121

Second & beyond inspections: 77

**2021 – 11 ½ active rental inspection months (lost an employee)**

Feb 10, 2021 – Inspections resume.

August 3, 2021 – Down one employee. Those permit and rental inspections stop.

September 21, 2021 – Part-time building inspector (Tuesday/Thursday) start date only doing permit inspections.

October 4, 2021 – Code enforcement officer start date.

October 26, 2021 – New full-time building inspector start date (only shadowed several rental inspections, studied for certification).

December 16, 2021 – New building inspector resigns.

**Total 2021 inspections: 262**

First inspections: 121

Second & beyond inspections: 141

**2022 – 3 active rental inspection months**

February 10, 2022 – Begin training part-time inspector to do rental inspections

February 22, 2022 – Part-time inspector begins rental inspections

**Total 2022 inspections so far: 42**

First inspections: 29

Second & beyond inspections: 13

## RESOLUTION NO. \_\_\_\_\_

## RESOLUTION ESTABLISHING COLLECTIVE BARGAINING AND NONUNION SALARIES FOR CITY EMPLOYEES

Be it resolved by the City Council of the City of Oelwein, Iowa that the following salary schedule is hereby adopted and effective with Pay Period Date Beginning June 19, 2022.

## SECTION 1.

**City Hall**

	Biweekly Salary	Hourly
City Administrator	\$4,458.46	
City Clerk/Treasurer (deputy clerk)	\$3,293.96	
<b>Union</b>		
Clerk/ Administration		
Start		\$19.57
6 Months		\$19.97
12 Months		\$20.36
18 Months		\$20.76
24 Months		\$21.18
Clerk 1		
Start		\$20.70
6 Months		
12 Months		
18 Months		\$21.95
24 Months		\$22.40
Clerk 2		
Start		\$21.83
6 Months		
12 Months		
18 Months		\$23.16
24 Months		\$23.57

**Police Department**

	Biweekly Salary	Hourly
Clerical		
Start		\$19.57
6 Months		\$19.97
12 Months		\$20.36
18 Months		\$20.76
24 Months		\$21.18
Administrative Assistant		
Start		\$19.90

6 Months		
12 Months		
18 Months		\$21.95
24 Months		\$22.40
Police Part-Time Certified	12-month Officer Rate	
Police Part-Time Non-Certified		\$19.63-\$24.46
<b>Union</b>		
Officer	Non - Resident Hourly	Resident - Hourly
Start - Uncertified	\$25.48	\$26.27
1 Year	\$28.02	\$28.89
2 Years	\$29.70	\$30.62
4 Years	\$30.30	\$31.24
7 Years	\$30.90	\$31.86
10 Years	\$31.53	\$32.50
15 Years	\$32.16	\$33.15
20 Years	\$32.49	\$33.49
25 Years	\$32.80	\$33.81
30 Years	\$33.13	\$34.15
	Bi-Weekly Salary	Hourly
Lieutenant - Second		
Start - Non-Resident	\$2,923.08	
Start - Resident	\$3,010.77	
7 Years Non-Resident	1%	
7 Years Resident	1%	
7 Years	1%	
10 Years Non-Resident	1%	
10 Years Resident	1%	
15 Years Non-Resident	1%	
15 Years Resident	1%	
20 Years Non-Resident	1%	
20 Years Resident	1%	
25 Years Non-Resident	1%	
25 Years Resident	1%	
30 Years Non-Resident	1%	
30 Years Resident	1%	
Lieutenant - First		
Non-Resident	\$2,961.54	
Resident	\$3,050.39	
7 Years Non-Resident	1%	

7 Years Resident		1%	
7 Years		1%	
10 Years Non-Resident		1%	
10 Years Resident		1%	
15 Years Non-Resident		1%	
15 Years Resident		1%	
20 Years Non-Resident		1%	
20 Years Resident		1%	
25 Years Non-Resident		1%	
25 Years Resident		1%	
30 Years Non-Resident		1%	
30 Years Resident		1%	
Captain		\$3,605.79	
7 Years Non-Resident	Department Supervisory Experience	1%	
7 Years Resident		1%	
7 Years		1%	
10 Years Non-Resident		1%	
10 Years Resident		1%	
15 Years Non-Resident		1%	
15 Years Resident		1%	
20 Years Non-Resident		1%	
20 Years Resident		1%	
25 Years Non-Resident		1%	
25 Years Resident		1%	
30 Years Non-Resident		1%	
30 Years Resident		1%	
Police Chief		\$4,441.28	
7 Years	Department Supervisory Experience	1%	
10 Years		1%	
15 Years		1%	
20 Years		1%	
25 Years		1%	
30 Years		1%	

### Building and Inspections

	Biweekly Salary	Hourly
Zoning Admin/Building Official	\$2,550.81	
Building Inspector		
Start		\$22.47

Qualification- Residential Inspector		\$23.41
Qualification- Residential Electrical		\$24.14
Qualification- Any Commercial		\$26.03
Code Enforcement Officer		
Start		\$20.39
		\$22.19
		\$22.97
		\$24.70
Administrative Assistant		
Start		\$19.57
6 Months		\$19.97
12 Months		\$20.36
18 Months		\$20.76
24 Months		\$21.18

#### Parks and Recreation

	Biweekly Salary	Hourly
Parks Superintendent	\$2,603.12	
Parks Lead		
Start		\$20.39
6 months		\$22.19
12 months		\$22.97
18 months		\$24.70
Campground Host	\$135.00 per week (Includes Camping Fees)	
Seasonal, Part-time, Temporary		
Start		\$10.00
Second Season		\$10.30
Third Season		\$10.61
Fourth Season		\$11.03
Umpire with partner		\$15 (per game)
Umpire without partner		\$20 (per game)
Referee		\$7.25-\$8.42
Tennis Instructor		\$7.25-\$8.42

#### Aquatic Center

Manager		
Start		\$14.00
Second Season		\$14.42
Third Season		\$14.85
Fourth Season		\$15.30
Assistant Manager		
Start		\$12.00
Second Season		\$12.36

Third Season		\$12.73
Fourth Season		\$13.11
Lifeguard		
Start		\$10.00
Second Season		\$10.30
Third Season		\$10.61
Fourth Season		\$10.93
Front Desk and Maintenance		
Start		\$8.00
Second Season		\$8.24
Third Season		\$8.49
Fourth Season		\$8.74
Concession Manager		
Start		\$12.00
Second Season		\$12.36
Third Season		\$12.73
Fourth Season		\$13.11
Private Lessons with Water Safety Instructor		Additional \$.50
Season End Stipend for all hours worked*		Additional \$.25

\*Must work the entire regular season to earn the season end Stipend.

### Utilities

	Biweekly Salary	Hourly
Utility Superintendent	\$4,185.82	
Utility Lead		\$30.77
Wastewater Lead		\$30.41
<b>Union</b>		
Operator		
Start		\$20.79
6 Months		\$22.62
12 Months		\$23.42
18 Months		\$25.18
Grade I		\$0.00
Start		\$22.59
6 Months		\$23.50
12 Months		\$24.30
18 Months		\$26.12
Grade II		
Start		\$23.34
6 Months		\$24.31
12 Months		\$25.07
18 Months		\$27.03
Grade III		

Start		\$24.96
6 Months		\$25.74
12 Months		\$26.64
18 Months		\$28.17
Grade IV		
Start		\$26.67
6 Months		\$27.47
12 Months		\$28.40
18 Months		\$30.00
Lead Man		Additional \$.75
Summer Help		
Start		\$10.00
Second Season		\$10.30
Third Season		\$10.61
Fourth Season		\$11.03
Administrative Assistant		
Start		\$19.57
6 Months		\$19.97
12 Months		\$20.36
18 Months		\$20.76
24 Months		\$21.18

**Library (As approved by the Library Board)**

	Biweekly Salary	Hourly
Director	\$2,966.75	
Assistant Director		\$19.06
Outreach Librarian		\$18.86
Part-Time		\$8.00-\$14.67
Pages		\$8.00-\$7.92

SECTION 2. The longevity pay for regular full-time employees, except where otherwise provided for by contract, will be granted in addition to the salaries listed in Section 1. The total listed for longevity is not to be cumulative.

Service	
Over 3 years	\$149.70
Over 5 years	\$182.94
Over 10 years	\$216.24
Over 15 years	\$249.48
Over 20 years	\$282.78
Over 25 years	\$316.02
Over 30 years	\$349.26

SECTION 3. Fulltime non-union personnel electing medical insurance coverage shall contribute toward premiums as outlined below.

Beginning Date	Single Coverage	Family Coverage
July 1, 2021	\$97.91	\$179.16

SECTION 4. Fulltime Union personnel electing medical insurance coverage shall contribute toward premiums as outlined below for each Union.

Police Union		
Beginning Date	Single Coverage	Family Coverage
June 19, 2022	\$97.91	\$179.16
Public Works Union		
Beginning Date	Single Coverage	Family Coverage
June 19, 2022	\$97.91	\$179.16

SECTION 5. All fulltime employees shall receive a paid membership (single or family) in the Williams Wellness Center including a 24-hour access key. One key per family, extra keys at the full annual rate of \$60.00. Oelwein Volunteer Fire Department members will receive a paid single membership to the Williams Wellness Center. Oelwein Police Reserve Officers will receive a paid single membership to the Williams Wellness Center following a one-year probationary period. Part time employees shall receive a single Wellness Center Pass. The pass is good for one year as long as the employee is in good standing with the city.

SECTION 6. An employee who takes on the Safety Official role appointed by the City Administrator receives an additional \$1.00 an hour annually. When the employee is no longer the safety official, the \$1.00 is taken away.

SECTION 7. A City Hall employee, with five years of service in a clerk setting, who takes on the Deputy Clerk/Asst. Treasurer/Office Manager roles are eligible to receive an additional \$1.00 an hour annually. When the employee becomes certified through the Iowa Municipal Finance Officers Association, they are eligible to receive \$1.50 additional pay.

Section 8. The City will assist and pay for training for utility employees interested in obtaining grade certifications. The city will pay the highest-grade levels acquired by the employee.

Section 9. All training and suits for Lifeguards are paid by the city.

Section 10. Part time and seasonal employees shall receive Memorial Day, Fourth of July, and Labor Day as paid holidays if they work that month.

Section 11. Part time employees at the parks and cemetery shall receive boots after the successful completion of one full season with the city.

SECTION 12. Passed and adopted by the City Council of the City of Oelwein, Iowa this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
BRETT DEVORE, MAYOR

ATTEST:

\_\_\_\_\_  
DYLAN MULFINGER, CITY ADMINISTRATOR

Recorded this \_\_\_\_\_, 2022.

\_\_\_\_\_  
DYLAN MULFINGER, CITY ADMINISTRATOR



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Part Time Wage Increase

Date: 3/14/2022

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- Parks Increase
    - Bring five part time employees to \$12.00
    - \$10,080 increase to the general fund
  - Cemetery Increase
    - Bring four part time employees to \$12.00
    - \$8,064 increase to the general fund
  - Recreation Increase
    - Bring all positions to \$12.00
    - \$1,477 to the general fund
  - Pool
    - The pool appears to hold steady this year. A four percent increase was proposed and a scale to raise wages for employees that come back each season.
  - Library Increase
    - Bring two page positions to \$12.00
    - \$2,328 to the general fund
    - This does not address the part time librarians

The City Administrator is in support of these raises, but only if council commits to four percent this year and the increases to the utility department. The reason the part time wages were not changes this year is because the need to retain full time staff is a higher priority. The City does want to attract good part time help and must work within the employer/employer environment that is incredibly difficult.



To: Mayor and Council

From: Dylan Mulfinger

Subject: Salary Schedule

Date: 3/28/2022

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The City Council and staff have worked on salaries for FY2023 more than any other salary resolution in the past five years. This thorough analysis has been needed as the environment to attract and retain employees is currently outrageous. While it is great to be an employee now, being an employer and figuring out how to weather this current situation proves to be difficult.

The current wage increase is still below the Midwest Consumer Price Index. The wage increase presented is \$4,000 over the recommendation of \$71,768 from the fall committee. This figure excludes longevity. City Council must provide direction on the amount of funding that should go toward wages. The city has an immediate need to ensure retention of employees.

#### City Hall

The City had several qualified candidates apply for the Administrative Assistant Position, and were turned down by more experienced candidates because of the wages. The City Administrator is recommending four percent increase for the positions within the Administrator department. This will help with retention and cost of living.

#### Police

All changes were voted in place January 2021.

#### Community Development

The Community Development Department is not an increase across the board. The City Administrator has made changes to next year to reflect careful evaluation of the department. The Code Enforcement Officer has been moved to an operator category. This changed because an evaluation of the workload determined needed changes to the current wage. This is a new position, so changes were anticipated. The Building Inspector wages have been moved to a Grade II category. The licenses and expertise needed in this position warrant moving it to a higher pay scale.

#### Parks, Cemetery, Recreation, and Aquatics

The wage committee that met in Fall/Winter of 2021 wanted to bring each person to \$12.00 an hour. An analysis of this request showed an increase of \$13,944.25 for the cemetery, \$11,484.00 for the parks, and \$14,967 for the aquatics center. This would be a total budget increase of \$40,395.25. This is a significant increase for these departments within the general fund. These increases would greatly help the lack of applications for parks, cemetery, and the aquatic center. As of this writing, applications and returning employee numbers for the pool are going well. The committee provided a recommendation of an increase of \$19,495. While it does not accomplish the goal to bring everyone to \$12.00, it does address current



needs. Each year the city can work toward increase in these positions to attract and retain part time employees.

#### Public Works

The City is in need of raising wages in this department to ensure retention. The initial proposal for Public Works was to raise wages 12.5 percent. This proposal was turned down by the fall committee. The twelve percent raise places these positions in line with local maintenance positions at some of our industrial businesses. The city has continued to see less applications for these positions and is competing locally for top talent. The City Administrator worked with the Utility Supervisor for a plan for Wastewater Grave IV position. This plan was on target, then an employee left the state. The City will continue to have a difficult time ensuring that positions are filled in grade IV because of the complexity and requirements of the position.

The 12.5 percent raise is \$33,990 more than the committee's proposal of \$37,500. It is the recommendation of the City Administrator to move into a six percent increase in operator and Grade I. An eight percent increase in Grade II. Finally, to make the higher grades more attractive, a ten percent increase for Grade III and a twelve percent increase for Grade IV. This increase is proposed to council in the salary resolution. Council should plan on an additional increase each year until the wage and inflation craze stabilizes. The City currently has no employees at or above Grade III. While every employee can work toward a higher grade, the city can only have a maximum of three Grade IV's because of the logistics of working in the waste treatment plant.

The need to incitive top grades for the city is high as the city will soon be faced with hard decisions concerning Grade IV and attracting those candidates.

#### Library

The City Administrator recommends a four percent for every position. This does not allow for the lowest paid staff to move into a 10 to 12 dollar hour range that the fall committee was working toward. The City does not assign wages for the library, they only fund the budget for the library.

#### Longevity

The original plan was to place employees in a new step process that included longevity. The fall committee provided direction that going to a longer step process would not be possible this year. That being said the City Administrator is recommending increasing longevity to enhance retention efforts at the City. The last increase to longevity was 2004. The current cost of longevity is \$16,632. The proposed increase will bring the total cost to \$49,898. This will be spread across all city departments except the sworn in police employees. The City Administrator is also recommending increasing longevity annually in line with the Consumer Price Index, Midwest Region.